

**TOWN OF GILFORD
BOARD OF SELECTMEN'S MEETING MINUTES
December 16, 2015
GILFORD TOWN HALL**

1.0 NON-PUBLIC SESSION (6:00PM)

At 6:10 PM, Selectmen Richard Grenier made a motion to enter into non-public session pursuant to RSA 91-A: 3, II (c) matters that may adversely affect someone's reputation (Ambulance Abatements); seconded by Dale Chan Eddy. Motion carried on a roll call vote with all in favor; (3-0). Present were: Selectmen Gus Benavides, Richard Grenier, Dale Chan Eddy and Town Administrator Scott Dunn.

Richard Grenier made a motion to exit non public session, seal the minutes and recess the meeting for a non-meeting per RSA 91-A: 2, I, (a); seconded by Dale Chan Eddy and passed with all in favor; (3-0).

3.0 PLEDGE OF ALLEGIANCE

At 7:00 PM, Chairman Gus Benavides convened the public meeting in the 1st floor conference room and led the assembly with the Pledge of Allegiance to the Flag.

Staff members in attendance were: Finance Director Geoff Ruggles, Police Lt. James Leach, Department of Public Works Director Peter Nourse, Department of Public Works Operations Manager Mia Gagliardi, Fire Chief Stephen Carrier, Town Administrator Scott Dunn and Executive Assistant Angela Bovill.

4.0 ANNOUNCEMENTS/PRESENTATIONS

4.1 Town Offices/Library Holiday Closures for Christmas and New Years Day

The Town Offices will be closed for the Christmas Holiday on 12/25/2015. The Library will close at 2 pm on 12/24/2015 and reopen on Monday 12/28/2015. The Town Clerk Tax Collectors Office will close at 12:30 pm on 12/24/2015 and reopen Monday on 12/28/2015.

4.2 Police Station Inaugural Open House

Inaugural Open House event on Thursday, December 17, 2015 from 6:00 – 8:00 PM at the Police Department Emergency Operations Center (EOC) enter via the Town lobby. All are invited to tour the new facility.

5.0 REVIEW/APPROVAL OF MINUTES

5.1 December 2, 2015 - Public & Non-Public Sessions

Richard Grenier made a motion to approve the 12/02/15 minutes as written; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

6.0 CONSENT AGENDA

6.1 Approval of Previously Signed Documents (11/16/2015 through 12/11/2015)

Richard Grenier made a motion to approve the items previously signed during the period of 11/16/2015 through 12/11/2015 as listed (attached hereto); seconded by Dale Chan Eddy and passed with all in favor; (3-0).

6.2 Petition Warrant Articles – Zoning Ordinance Amendments

Town Administrator Scott Dunn presented two petition warrant articles date stamped 12/09/2015 to the Board for which they acknowledged receipt.

- a. Zoning Map Amendment
- b. Agriculture & Agritourism

7.0 APPOINTMENTS

7.1 Fire Chief Stephen Carrier – Semi-Annual Departmental Update

Stephen Carrier, Fire Chief presented his semi-annual report to the Selectmen. Chief Carrier reported that Ambulance 2 went into service 02/10/15 and it is running great with new front springs. The new pickup truck is good; it's equipped with a v-plow for when snow arrives. Activity levels have been extremely high with the highest total ever for the whole year along with a 17% increase in emergency call volume. The department has been doing prep work in anticipation of winter. Chief Carrier briefed the Board on personnel, out of service rank and special details. A new contract for ambulance billing was negotiated with Comstar as their billing agent. Collections are up and part of this is also contributed to the Administrative Assistant who has been working on gathering info etc. to effectively collect money due. Chief Carrier updated the Board on various other departmental activities and answered their questions. The Selectmen thanked Chief Carrier for his update.

7.1 Finance Director Geoffrey Ruggles – Departmental Update

Geoffrey Ruggles, Finance Director presented his financial report for the month ending November 2015. Revenues looked good for November as motor vehicle revenues rebounded bringing the YTD collections up to \$44,000 over last year. Income from departments is also up. Expenditures fell in November and operating expenses accounted for roughly \$150,000 of the YTD increase. There was a spike in collections for Property Tax Payments with the mailing of the second tax bill in mid-November. Lastly, with the mailing of the tax bills, cash balances have started moving on a positive direction with the receipts for the last ten days of the month averaging \$325,000 per day. Mr. Ruggles answered the Selectmen's questions; the Board thanked him for his update.

8.0 OLD BUSINESS

8.1 FY2016 Budget

Town Administrator Scott Dunn submitted a memo for consideration of issues as they pertain to the FY2016 recommended budget. The Budget Committee reduced the merit pay for non-union employees from 2.5% to 1.5% resulting in a total budget reduction of \$35,686. Chairman Benavides stated that 2.5% was a round number for budgeting purposes. Some get 4% some get 0%. The decision of the Budget Committee is not consistent with Town Personnel Policies. It was the consensus of the Selectmen to maintain the 2.5% merit pay in the budget.

As part of the Town's cooperative heating fuel purchase agreement with the School District, Town Administrator Dunn said they were able to lock in a price of \$1.86 per gallon beginning in Sept. 2016 through May 2017. This reduces the Selectmen's FY2016 budget by \$1,536.

Richard Grenier made a motion to reduce the Board of Selectmen's recommended budget by \$1,536; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

The Selectmen budgeted \$45,000 for fire hydrants. Town Administrator Dunn received notice from the Laconia Water Department Superintendent that the bills for next year will total \$43,557.27. This reduction is attributed to having one less hydrant. Richard Grenier made a motion to reduce the Selectmen's recommended budget by \$1,442; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

Town Administrator Dunn explained that after receiving a correct invoice from the NH-DES pertaining to Winnepesaukee River Basin program and consulting with their finance staff about estimated billings for FY2016, he recommends the Selectmen reduce the Sewer budget by \$195,580 and explained the breakdown. Discussion ensued. Richard Grenier made a motion to reduce the Board of Selectmen's recommended Sewer budget by \$195,580; seconded by Dale Chan Eddy and passed with all in favor; (3-0). The total amount of budget reductions is \$198,558 for a new bottom line budget for FY2016 \$12,546,200 (which represents a 1.16% increase compared to FY2015).

8.2 FY2015 Road Improvements

Public Works Director Peter Nourse reported that the 2015 paving project is almost complete; the last project on the list is to complete the culvert replacement at the bottom of Potter Hill Road. This project is currently underway and on schedule but it will not be complete until January 2016. Therefore, Mr. Nourse respectfully requests that \$120,394.24 be carried over into the FY2016 budget to finish this specific project. Richard Grenier made a motion to carry over \$120,394.24 as presented; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

9.0 NEW BUSINESS

9.1 Disposition of Surplus Equipment

Department of Public Works Director Peter Nourse reported that they identified a number of items that are no longer working or no longer serviceable. Some of them have scrap metal value. In addition there are 4 attachments that belonged to the Loader that is no longer in inventory along with \$2,475 in Bobcat parts. Chadwick-BaRoss expressed an interest in the grader and they offered \$5,000 for the grader and \$1,200 for the four attachments. The net value of this transaction would be \$3,725 to the Town which the DPW is requesting to be used as a credit on future purchases. Town Administrator re-iterated there would be no money returned to the Town but rather a credit balance at the vendor Chadwick-BaRoss. Discussion ensued. Richard Grenier made a motion to approve the transactions as presented; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

9.2 Review of Town Investment Policy

Finance Director Geoffrey Ruggles presented an updated Investment Policy. There was a change in statues as of October 1 defining depository institutions and collateralization. Mr. Ruggles included the reference to the RSA in the policy and also updated the list of banks based on the current list provided by the State Banking Commission. Richard Grenier made a motion to approve the investment policy as presented; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

9.3 Engineering Services Proposal – Fire Pond Project

Fire Chief Stephen Carrier explained the proposal from the Engineers for the preparation work for the Alvah Wilson Pond Project. Chief Carrier is seeking approval to expend \$13,400 from the Water Supply Capital Reserve Fund for this purpose. Discussion ensued. Richard Grenier made a motion to approve the use of \$13,400 from the Water Supply Capital Reserve Fund for Engineering Services to rebuild the pond as presented; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

9.4 Appointment to the Zoning Board of Adjustment

Mr. Larry Routhier sent Town Administrator Scott Dunn an email stating his willingness to serve as an alternate member of the Zoning Board of Adjustment. Richard Grenier made a motion to appoint Mr. Larry Routhier as an Alternate Member of the Zoning Board of Adjustment as presented; seconded by Dale Chan Eddy and passed with all in favor; (3-0). Selectmen thanked Mr. Routhier for his willingness to serve.

9.5 Disposition of Soft Wood at Recycle Center

The Department of Public Works Director, Peter Nourse prepared a draft press release for the Selectmen to consider pertaining to the distribution of surplus wood at the Gilford Recycle Center. The Board felt this is a good opportunity for residents and would like to get the word out. Richard Grenier made a motion to accept the draft press release as proposed (and adopt a new informal policy); seconded by Dale Chan Eddy and passed with all in favor; (3-0).

9.6 Award Bid – Town Report Printing

Executive Assistant Angela Bovill gave the Board a memo outlining the bids for the printing of the 2015 Annual Town Reports. Ms. Bovill sent the bid requests to 5 companies. She answered the Selectmen's questions and respectfully requested the Board approve the lowest quote from The Country Press, Inc. for \$4,290.88 making them the successful bidder for the 2015 Annual Town Report. Richard Grenier made a motion to award the bid to The Country Press Inc. as presented for \$4,290.88; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

10.0 OTHER BUSINESS

There was none.

11.0 PUBLIC INPUT

There was none.

12.0 SELECTMEN'S ISSUES

There were none.

13.0 ADMINISTRATORS REPORT

Town Administrator Scott Dunn said that the street light on Cherry Valley Road as you turn into the Town facility is not working and that he is working on the proposal to get it back up and running.

14.0 NEXT MEETING (January 13, 2016 at 7:00 PM)

The next meeting of the Board of Selectmen will take place on Wednesday, January 13, 2016 at 7:00 pm.

15.0 ADJOURNMENT

Richard Grenier made a motion to adjourn the meeting at 8:02 PM; seconded by Dale Chan Eddy and passed with all in favor; (3-0).

Respectfully Submitted,

Angela A. Bovill, Executive Assistant

Approved by the Board of Selectmen on the _____ day of _____, 2016.

Attest:

Selectmen Dale Channing Eddy, Clerk